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Airport and Maritime  
Operations Manual

## Airport Operations

### *Prerequisites to Clearing Aircraft*

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#### Introduction

The following tasks are listed according to priority in preventing the introduction of agricultural pests and animal diseases:

1. Clearing passengers
2. Controlling cargo
3. Controlling garbage
4. Clearing regulated cargo
5. Inspecting the aircraft
6. Inspecting miscellaneous cargo
7. Examining contraband

If time and resources are available, all tasks must be done. Determining how and when to do each task using available resources is the process of creating a balanced strategy. Use compliance agreements and surveillance to control the garbage of aircraft. Use risk assessment for aircraft and baggage inspections to make the best use of available staff. Delay miscellaneous cargo inspection and contraband examination until time is available.

Because airports vary in size and in the amount of activity, each Port Director needs to develop standardized operating procedures tailored to the needs and constraints of the individual airport. Port Directors should solicit and receive supervisory concurrence for operating procedures.

This manual will cover the information necessary to complete tasks 1, 2, 3, 5, and 7 above. Information on clearing cargo can be found in the *Plant Import: Propagative and Nonpropagative Volume of Manuals* or the *Animal Product Manual*.

The following information is covered in this section:

- ◆ Getting the work done
- ◆ Hours of coverage
- ◆ Advance notification of arrival
- ◆ Clearance status

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## Hours of Coverage

Guidelines for providing service at airports are listed below.

### Passenger Aircraft

Schedule coverage to coincide with the heaviest traffic of passenger aircraft. Port Directors should periodically review airline arrival schedules and, if necessary, adjust the hours of coverage to provide service when the largest numbers of passenger aircraft arrives.

### Cargo Aircraft

The hours of coverage for the inspection and clearance (**except** for those aircraft arriving at a staffed area where passenger aircraft clearance is conducted) will normally be 0800 to 1630/1700, Monday through Friday. Port Directors are to provide inspection service outside these days and hours on a user fee basis when requested.

### Private Aircraft

To determine when to clear private aircraft, see **Table 2-3-3 on page 2-3-3**.

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## Advance Notification of Arrival

Use the **Table 2-2-1 on page 2-2-3** to determine if advance notification is required.

**TABLE 2-2-1 Determine if Advance Notification of Aircraft Arrival Is Required**

If the flight:	And:	And the flight is:	Then:
Does <b>not</b> regularly carry passengers or cargo for a fee		→	DO <b>NOT</b> require Advance Notification
Regularly carries passengers or cargo for a fee	The scheduled time of arrival changes by more than an hour	→	REQUIRE Advance Notification <sup>1</sup>
	The flight is diverted to another airport	→	
	Earliness, lateness, and diversion of the aircraft are <b>not</b> an issue	<b>Not</b> scheduled in the <i>Official Airline Guide</i> —North American or Worldwide Editions	
		Scheduled in the <i>Official Airline Guide</i> —North American or Worldwide Editions	DO <b>NOT</b> require Advance Notification

<sup>1</sup> If the owners, operators, or representatives fail to provide information required for advance notification, assess a civil penalty.

Advance notification, according to **Table 2-2-1**, is required for any aircraft entering the United States from either of the following:

- ◆ Foreign country
- ◆ U.S. Virgin Islands

**Except** for precleared flights, require owners, operators, or representatives to provide each PPQ office on its itinerary with an advance notification of arrival at least 12 hours before the ETA at each port. Require owners, operators, or representatives to provide the following information:

- ◆ Name or other identifying feature of individual aircraft
- ◆ Date and ETA at the port
- ◆ Location of arrival, providing the most site-specific data that is available (gate, wing, terminal, minimally the airport). If the location changes after notification, require that both the PPQ office that expected the arrival and the newly affected PPQ office be notified immediately

- ◆ Names of all foreign and non-continental U.S. ports (Hawaii, Puerto Rico, and the U.S. Virgin Islands) where any cargo, crew, or passengers destined for the continental United States has boarded the aircraft since its most recent arrival at a port in the United States

# PPQ Form 592, Notice of Violation

PPQ Form 592, Notice of Violation, is used to document failure to provide advance notification of arrival. Civil penalty action consists of completing a PPQ Form 592 and settling the case at the port by collecting a fine. When civil penalties are **not** collected at the port, PPQ Form 592, an Officer's Statement, and any other pertinent documents must be forwarded to Investigative and Enforcement Services, APHIS Business Services (ABS) Regulatory Services. See [page A-1-81](#) for instructions on how to complete and distribute PPQ Form 592.

## Clearance Status

In order to determine whether to provide service, you need to know the clearance status of an aircraft. A brief description of the four types of clearance status for aircraft follows.

## Preclearance at Airport of Departure

All PPQ requirements are met prior to departure of the aircraft. All passengers, crew, baggage, stores, and cargo are cleared before permission is granted to depart. Only approved items are used in the stores so that the garbage is unrestricted.

**Preclearance of flights takes place at both domestic and foreign locations.**

## Domestic Preclearance

Most commercial and private aircraft from U.S. possessions, Hawaii, Puerto Rico, or the U.S. Virgin Islands are precleared by PPQ before departure to the U.S. mainland and are considered the same as domestic flights which **do not** require further PPQ clearance. If any flight is **not** precleared, the PPQ office of departure must notify the PPQ office of arrival.

## Foreign Preclearance

Aircraft precleared in foreign countries **do not** require clearance at U.S. mainland airports. If in doubt about whether a flight is precleared, check with Customs.

## Military Preclearance

Precleared military aircraft **do not** require clearance at U.S. mainland airports. See **Table 2-3-5 on page 2-3-4** to determine if it is necessary to clear U.S. military flights.

## Full Clearance on Arrival at First Airport

All PPQ requirements are met at the first airport of arrival. The following tasks are accomplished in providing full clearance: aircraft, crew, passengers, and baggage are inspected; aircraft is decatered; all garbage is removed and disposed of by an approved method; manifest is checked; cargo is controlled; and, if necessary, aircraft is treated.

## Partial Clearance

Partial clearance occurs when one or any combination of the tasks involved in full clearance are **not** accomplished at the first airport of arrival. The tasks include clearing aircraft, passengers, crew, baggage, and controlling garbage and cargo. The tasks that are **not** accomplished at the first airport are to be conducted at subsequent airports that are capable of providing service. The following tasks must be conducted at the first airport of arrival:

1. Remove all whole fruits and other easily accessible items of agricultural interest aboard the plane.
2. Document the activities that have been performed including any safeguards on a PPQ Form 250, Aircraft Clearance or Safeguard Notice.



If flight is regularly scheduled for clearance at more than one airport, then the PPQ Form 250 does **not** need to be completed, nor does the PPQ office(s) of arrival need to be called about the partially cleared aircraft.

3. Grant permission to move only when final airport is USDA approved to handle garbage—if garbage is left aboard.
4. Call the PPQ office at the destination airport to notify them of aircraft's arrival. Get concurrence that they will provide clearance. Also, call any airports where stopovers are scheduled. If contact cannot be made, then clearance must be completed at the first airport of arrival.

If a flight arrives at the first airport with only nonprohibited items in meals, the flight may proceed to any airport without need for final clearance, after the following are completed:

- ◆ All passengers and crew are cleared
- ◆ Aircraft quarters and holds have been inspected
- ◆ Garbage bins or galley trash containers are removed and cleaned

### Transiting Clearance

Transiting clearance is completed for foreign arrivals continuing on to another foreign country. PPQ activities may range from doing nothing (for planes only refueling), to completing a full clearance. The clearance tasks that must be done are based upon what the aircraft does while in the United States.

**EXAMPLE**

If passengers are discharged, those passengers must be cleared.